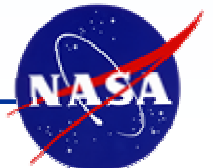


# Management Information Meeting

January 17, 2003

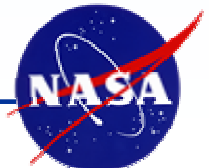
Glenn Research Center

Office of Human Resources and Workforce Planning at Lewis Field

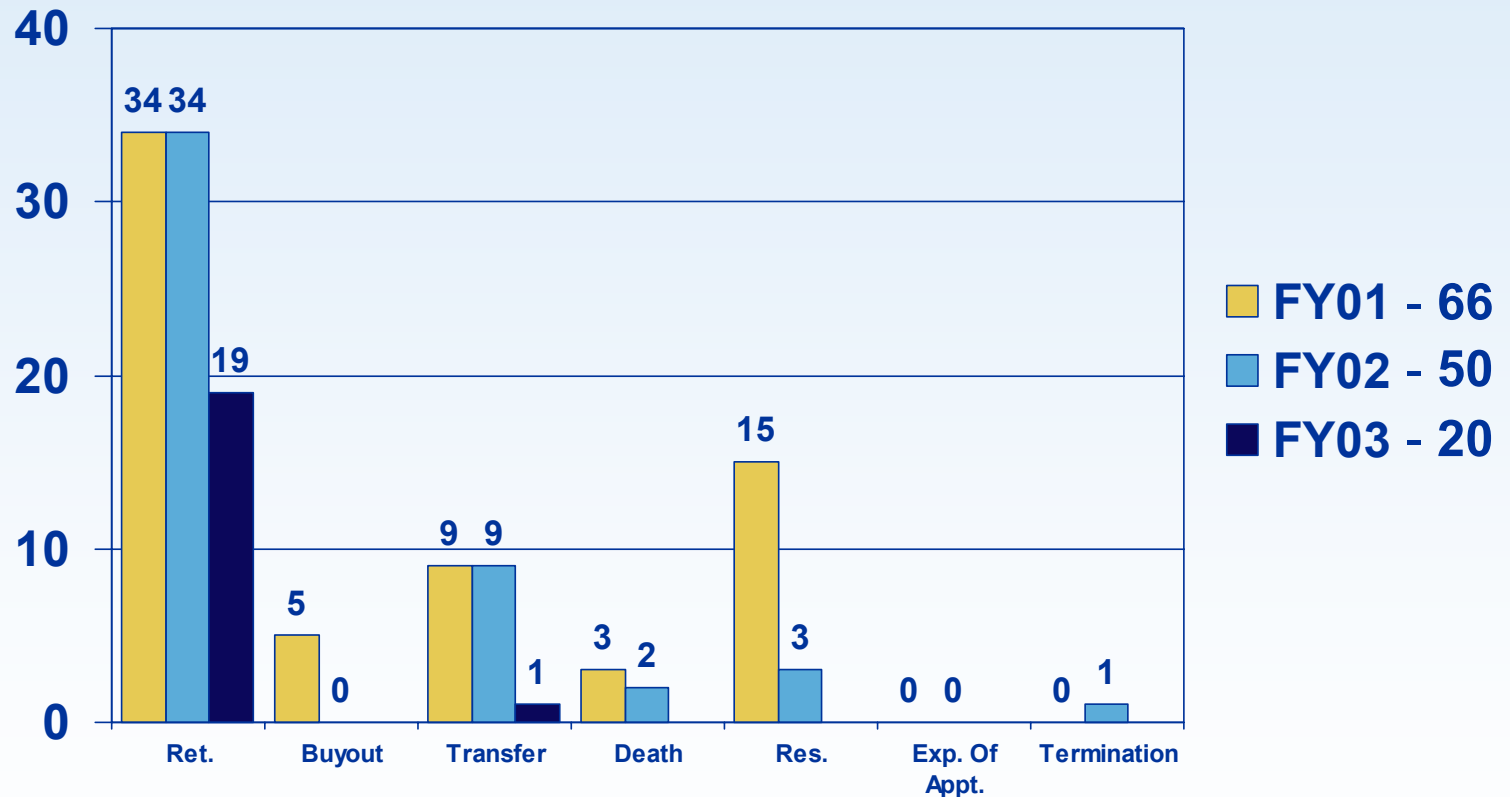


## Center Loss Picture FY03 (as of 01/07/03)

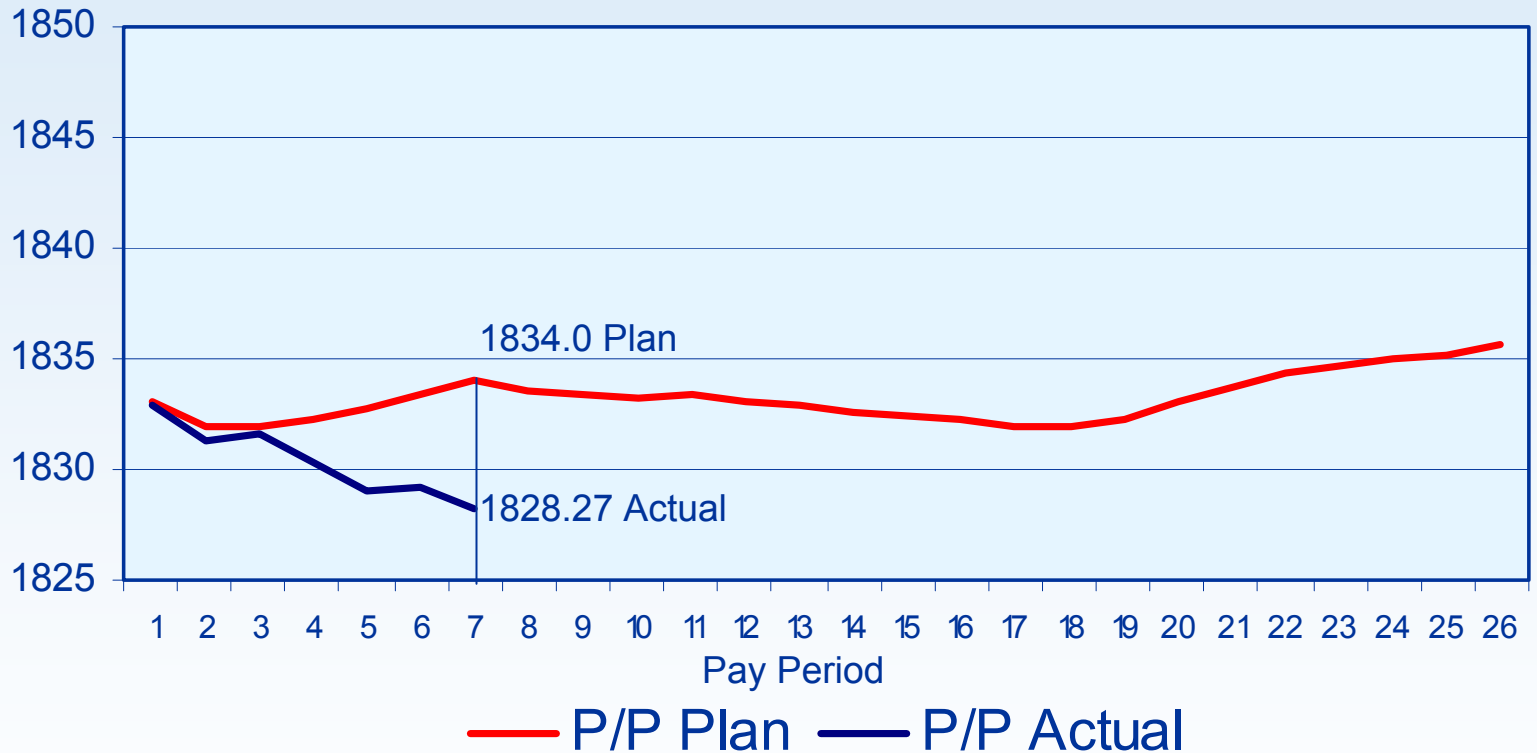
Reasons	Minority		Nonminority		Total
	Male	Female	Male	Female	
Retirement	1		16	2	19
Buyout Retirement					
Termination					
Transfer		1			1
Death					
Resignation:					
Change of Employer					
Personal					
<b>Total Losses</b>	<b>1</b>	<b>1</b>	<b>16</b>	<b>2</b>	<b>20</b>



## CENTER LOSS PICTURE FY01-FY03 (as of 01/07/03)

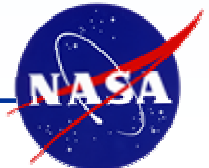


## Glenn Research Center FY03 FTP'S

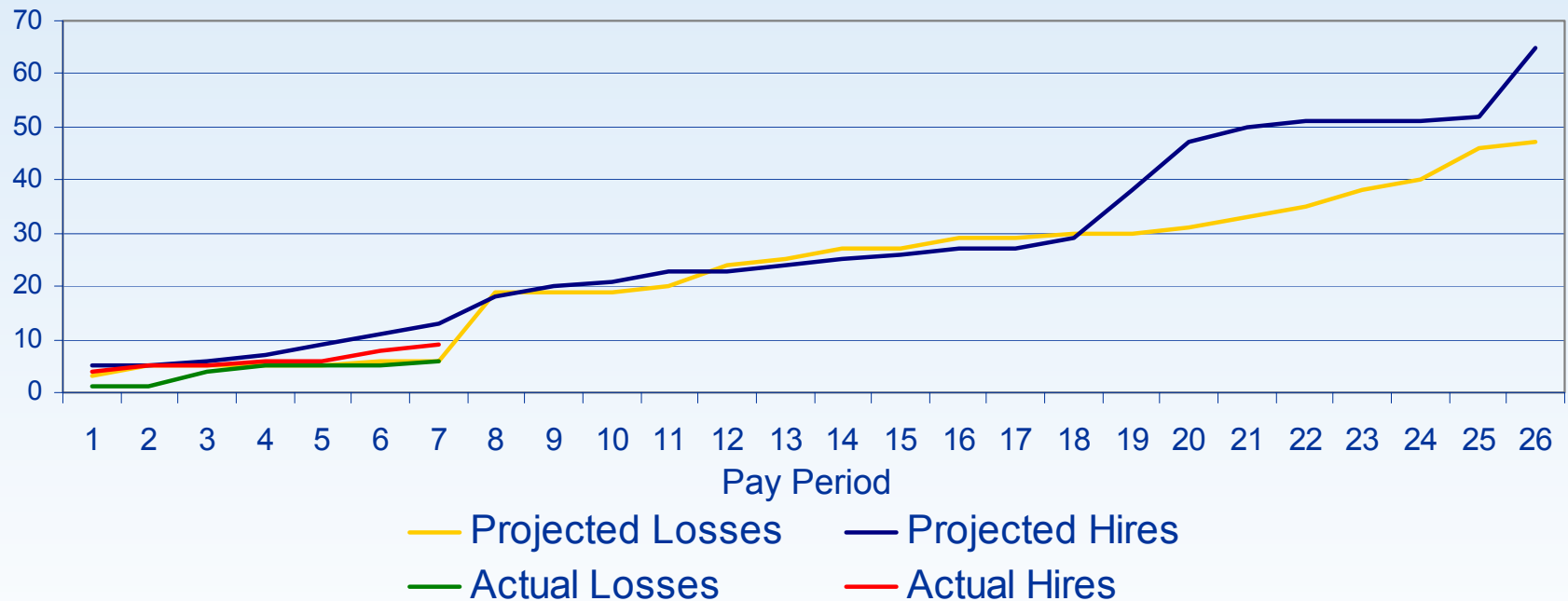


Glenn Research Center

Office of Human Resources and Workforce Planning at Lewis Field

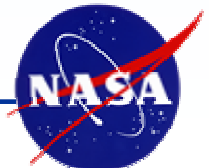


## Glenn Research Center FY03 FTP Losses and Hires

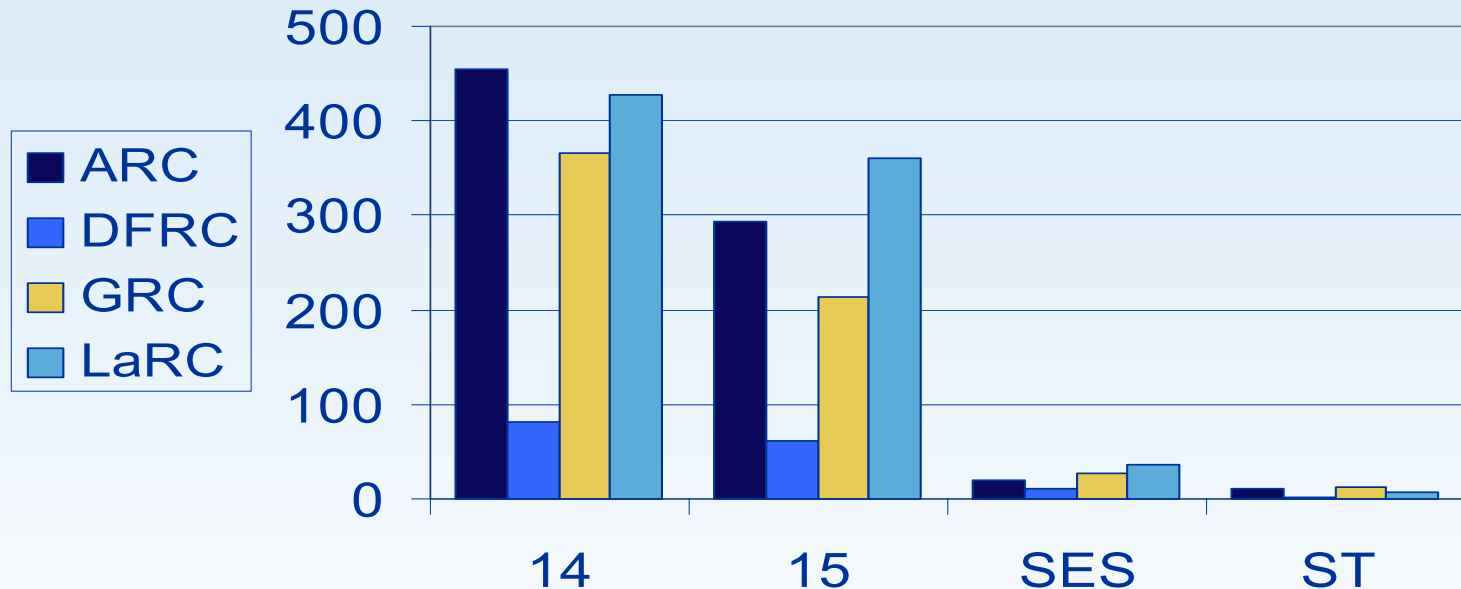


Glenn Research Center

Office of Human Resources and Workforce Planning at Lewis Field



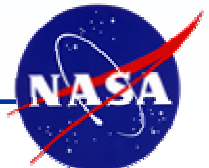
## High-Grade Positions - FTP As of 12/14/02



	All Grades	14 & Above	14		15		SES		ST	
ARC	1,407	779	454	32%	294	21%	20	1%	11	0.78%
DFRC	559	154	81	14%	62	11%	10	2%	1	0.18%
GRC	1,834	619	366	20%	213	12%	28	2%	12	0.65%
LaRC	2,313	835	428	19%	361	16%	37	2%	8	0.35%

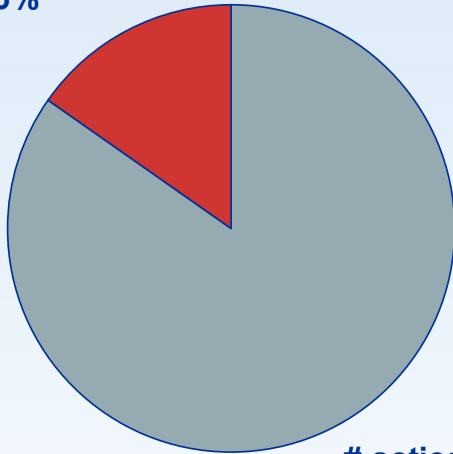
## FY03 Promotions as of 12/31/02

Org.	Career Promotions	Accretions	WG to GS	CPP	QSI	DCL	Total
0100		1					
0200							
0400					1		
0500							
0600	2	1		3			
2000	1			4			
5000	2						
6000	1	1		1			
7000	3			4			
9000	1						
Total	10	3	0	12	1	0	0



## FY03 1<sup>st</sup> Quarter Staffing Metrics (10/01/02 – 12/31/02)

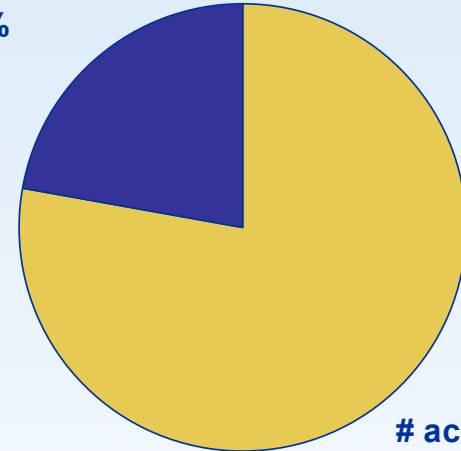
# actions  
beyond metric  
15%



# actions that  
met metric  
85%

Certificates Prepared	26
Met Metric	22
Exceeded 29 Days	4
Avg. Number of Days - 26	

# actions  
beyond metric  
22%



# actions that  
met metric  
78%

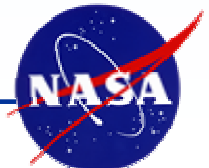
Selections Made	18
Met Metric	14
Exceeded 29 Days	4
Avg. Number of Days - 21	

**Metric** = HR Specialists - 29 Days From Staffing Receipt of SF-52 to Issuance of Certificate to Selecting Official  
Managers – 29 Days from Issuance of Certificate to make a selection

**Goal** = 80 Percent of Actions Within Metric

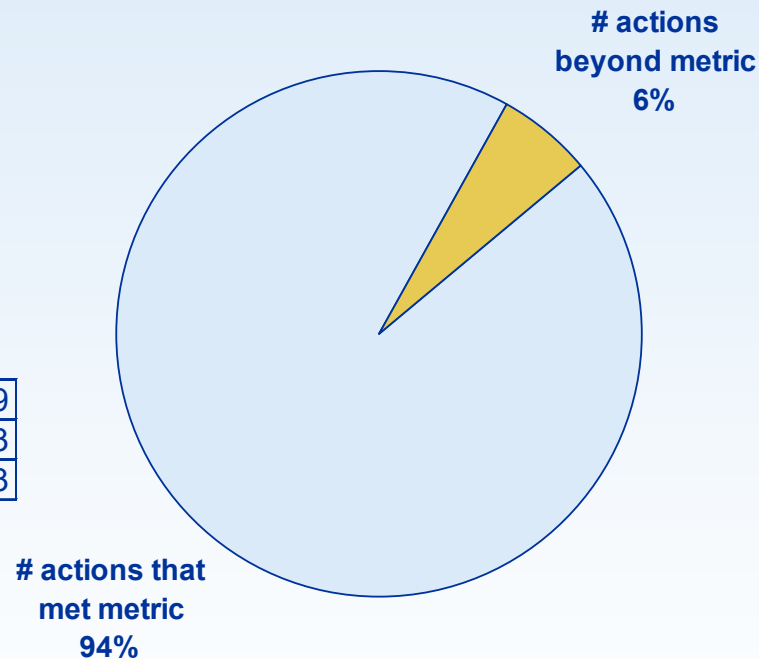
# Glenn Research Center

Office of Human Resources and Workforce Planning at Lewis Field



## FY03 1<sup>st</sup> Quarter Classification Metrics (10/01/02 – 12/31/02)

Actions That Met Metric	49
Action Beyond Metric	3
Avg. # of days to classify position	13



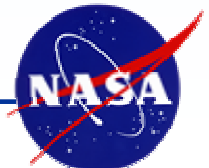
**Metric** = 30 Days From Receipt of Complete Package to Classify Position

**Goal** = 80 Percent of Actions Within Metric

## Office of Worker's Compensation Programs (OWCP)

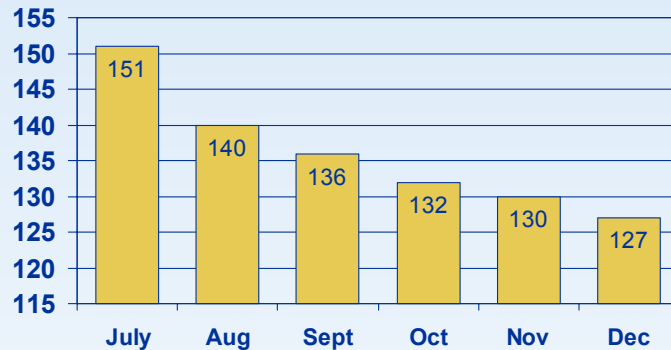
Fiscal Year – July 1 to June 30

	Oct, Nov, Dec 2002	July 1 to Dec 31, 2002 Total	July 1, 2001 to June 30, 2002
New Claims	3	5	10
Full Days COP	7	13	76
- Partial Days	11	66	17
COP Costs	\$2893.07	\$11,104.87	\$13,056.70

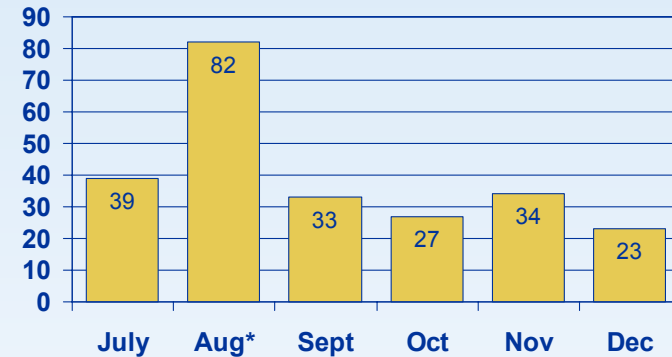


# Medical Services

## Personal Illness/Injury (New)

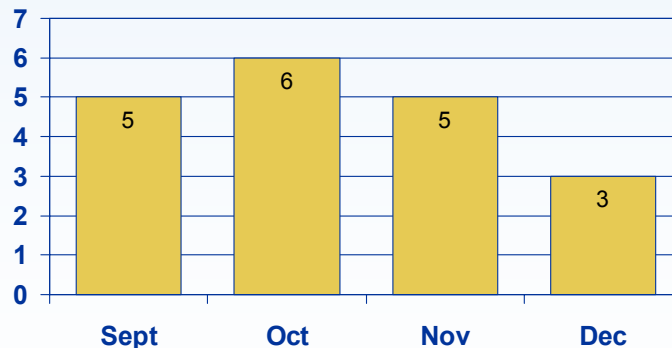


## Occupational Illness/Injury



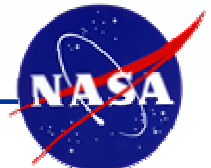
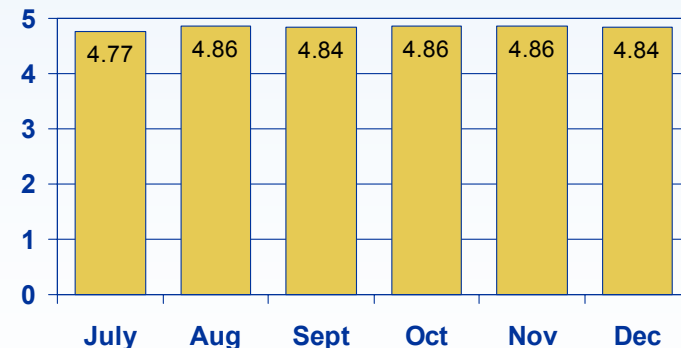
\* Increase due to approx. 34 asbestos exposures in Bldg. 5 during a test

## No Shows / <24-Hour Cancellations (at a cost of approx. \$100/)



YTD (05/01/02 to 12/31/02) - 45

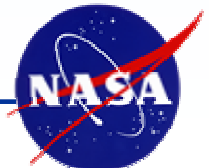
## Overall Rating



## Awards By Type

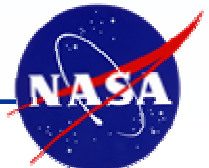
- Time Off Awards

Org.	Number of Awards	Number of Hours
0100	5	48
0200	11	148
0400	7	144
0500	2	16
0600	7	64
2000	7	56
5000	7	80
6000	5	64
7000	45	646
9000	4	32
Total	100	1,298



# Employee Suggestion Program

- Suggestion Awards FY03 (as of 12/31/02) - \$0
  - Tangible Savings - \$0
  - Number of Eligible Employees – 1,937
  - Number of Supervisors - 166
  - Suggestions Submitted 10/01/02 – 12/31/02 - 7
    - Submitted by Supervisors - 3
    - Submitted by Nonsupervisors - 4
  - Percentage of Participation – 0.4%
  - Percentage of Supervisor Participation – 1.8%

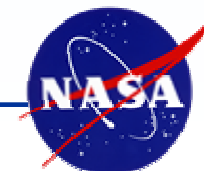


## **Employee Suggestion Program**

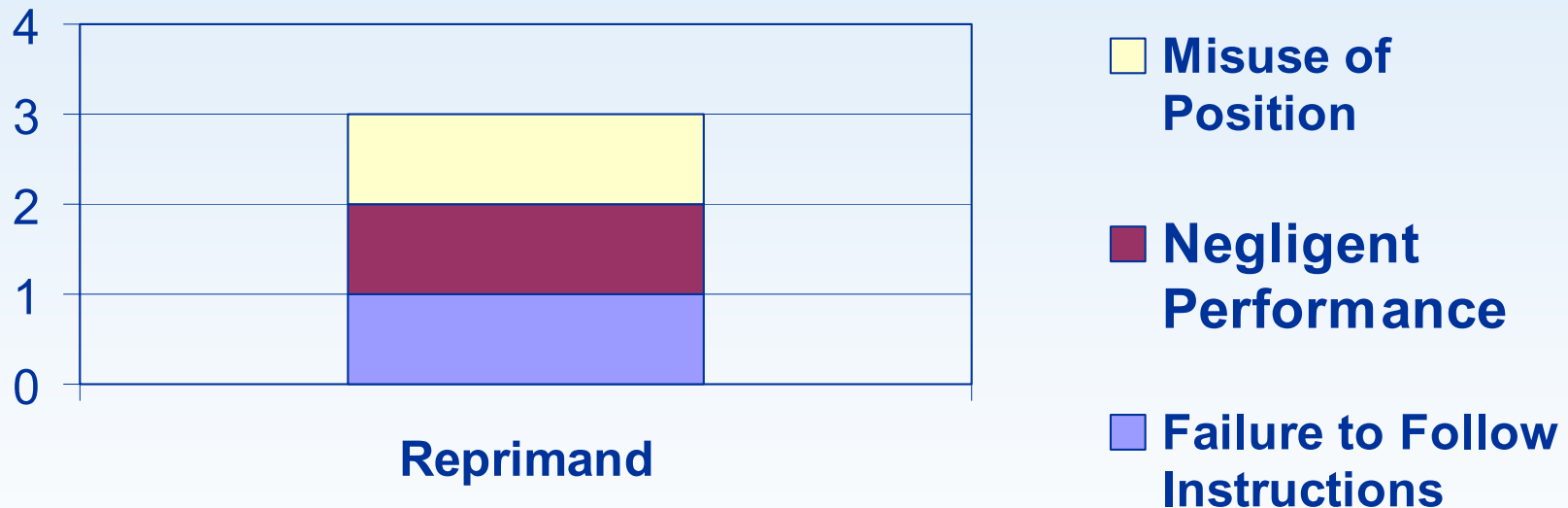
### **Pending Suggestions (By Evaluating Organization)**

Evaluating Organization	Suggestion Number	Date Due
0480	04002002102501	11/15/02
0530	04002002103001	11/19/02
0610	04002002110701	12/10/02
5000	04002002121801	01/10/03
5840	*02-0042	07/31/02
7100	04002002071202	08/07/02
7100	04002002123002	01/22/03
7220	04002002092501	10/23/02
7400	*02-0040	07/11/02
7500	04002002100301	10/23/02
7521	04002002123002	01/22/03

\* Suggestions being processed through old system. All others are being processed through the CPAR System

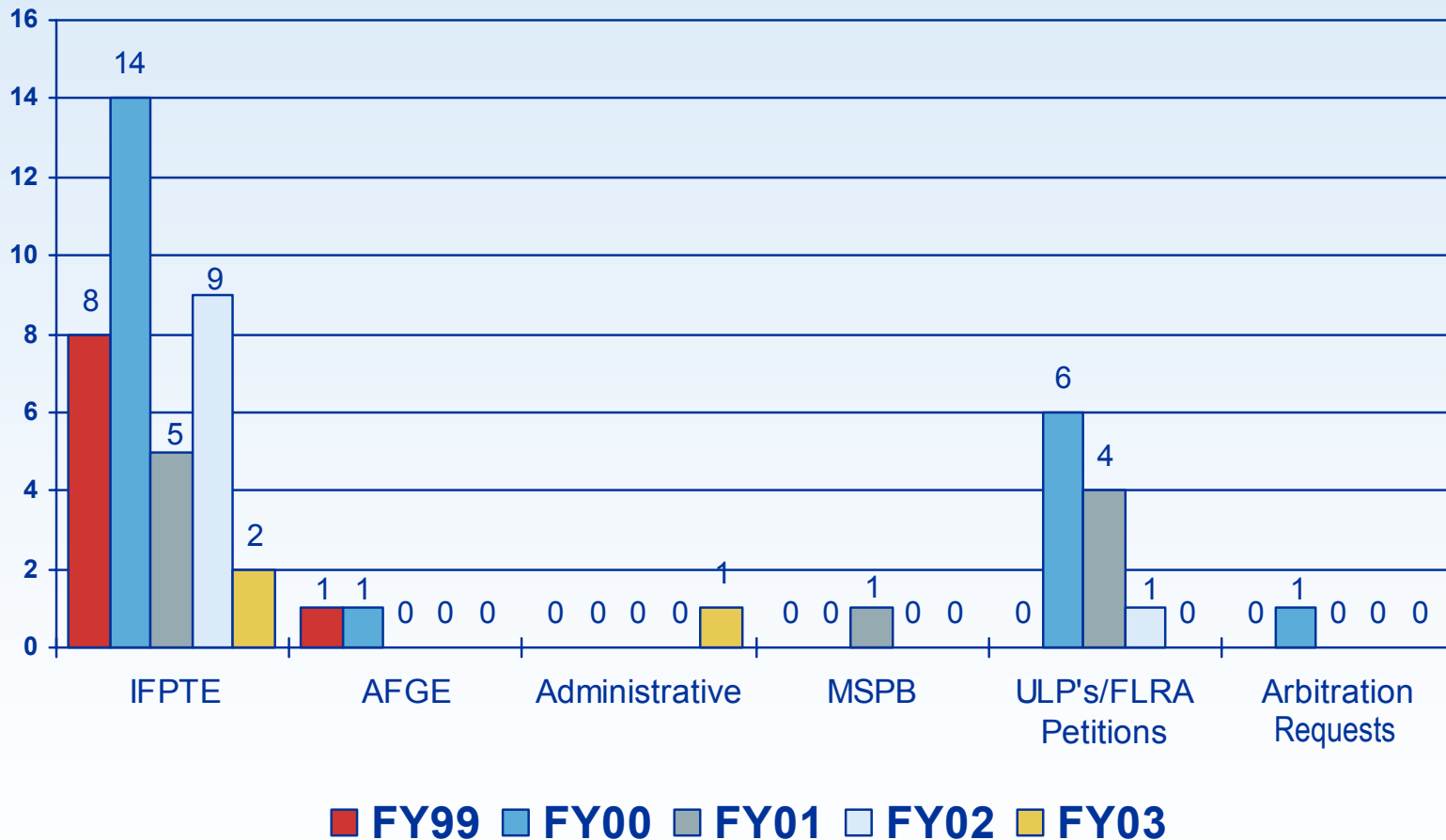


## FY03 EMPLOYEE RELATIONS ACTIVITY by Issue (as of 12/31/02)



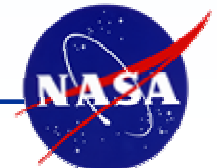
# APPEAL/GRIEVANCE ACTIVITY

## FY99-03 (as of 12/31/02)

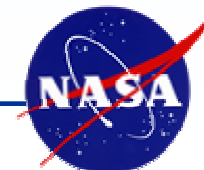
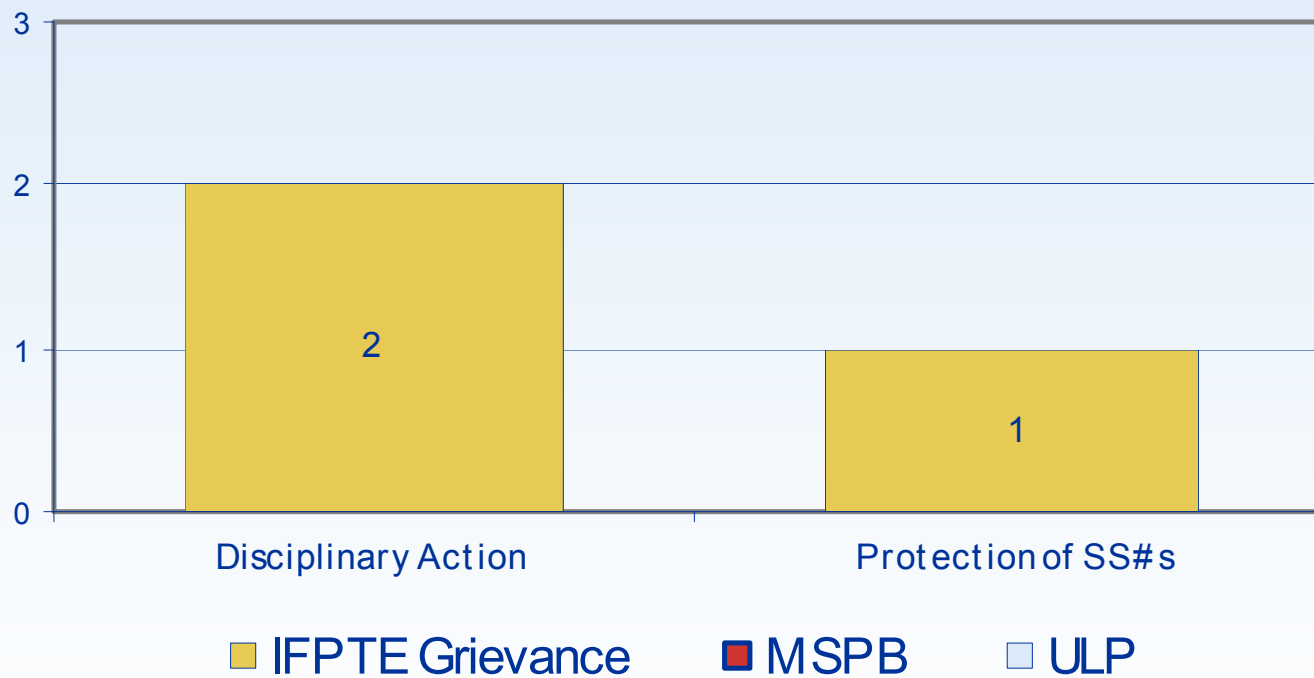


Glenn Research Center

Office of Human Resources and Workforce Planning at Lewis Field

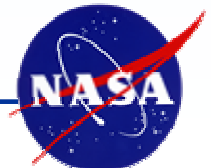


## FY03 APPEAL/GRIEVANCE ACTIVITY BY ISSUE (as of 12/31/02)



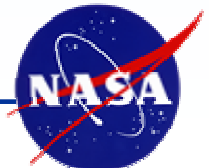
# FY03 Training Budget Status

- Revised FY03 Center Training Budget is \$3,715,780
  - 16.2% decreases from original FY02 authorization
  - 20.7% decrease from FY02 actual investment
- Expect cuts in all program and curriculum areas
- Directorate/Staff Office should prioritize and monitor suballocations closely
- Reclamas may be requested



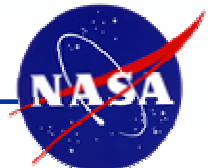
## FY02 Staff Office Training Budget Status as of December 31, 2002

	0100	0120	0140	0170	0180	0200	0400	0600
<b>Allocated</b>	\$4,364	\$1,940	\$7,596	\$4,041	\$1,455	\$10,667	\$8,243	\$14,132
<b>Committed</b>	\$1,545	\$450	\$0	\$650	\$650	\$1,734	\$7,915	\$500
<b>% Committed</b>	35.4%	23.2%	0%	16.1%	44.7%	16.3%	96%	3.5%



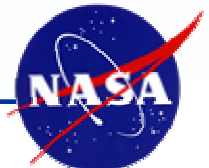
## FY03 Directorate Office Training Budget Status as of December 31, 2002

	2000	5000	6000	7000	8000	9000
<b>Allocated</b>	\$36,366	\$220,457	\$97,477	\$254,075	\$26,183	\$10,182
<b>Committed</b>	\$16,886	\$49,729	\$20,358	\$71,300	\$4,598	\$3,525
<b>% Committed</b>	46.4%	22.6%	20.1%	28.1%	17.6%	34.6%



## FY03 Overall Training Budget Status as of December 31, 2002

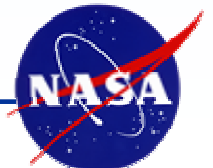
	Directorate Suballocation Total	OD&TO Managed Total	Expert Center IT Security Managed Total	Centerwide Total
<b>Allocated</b>	\$700,000	\$3,015,780	\$410,000	\$4,125,780
<b>Committed</b>	\$179,840	\$15,347	\$21,819	\$617,006
<b>% Committed</b>	25.7%	13.8%	5.5%	15%



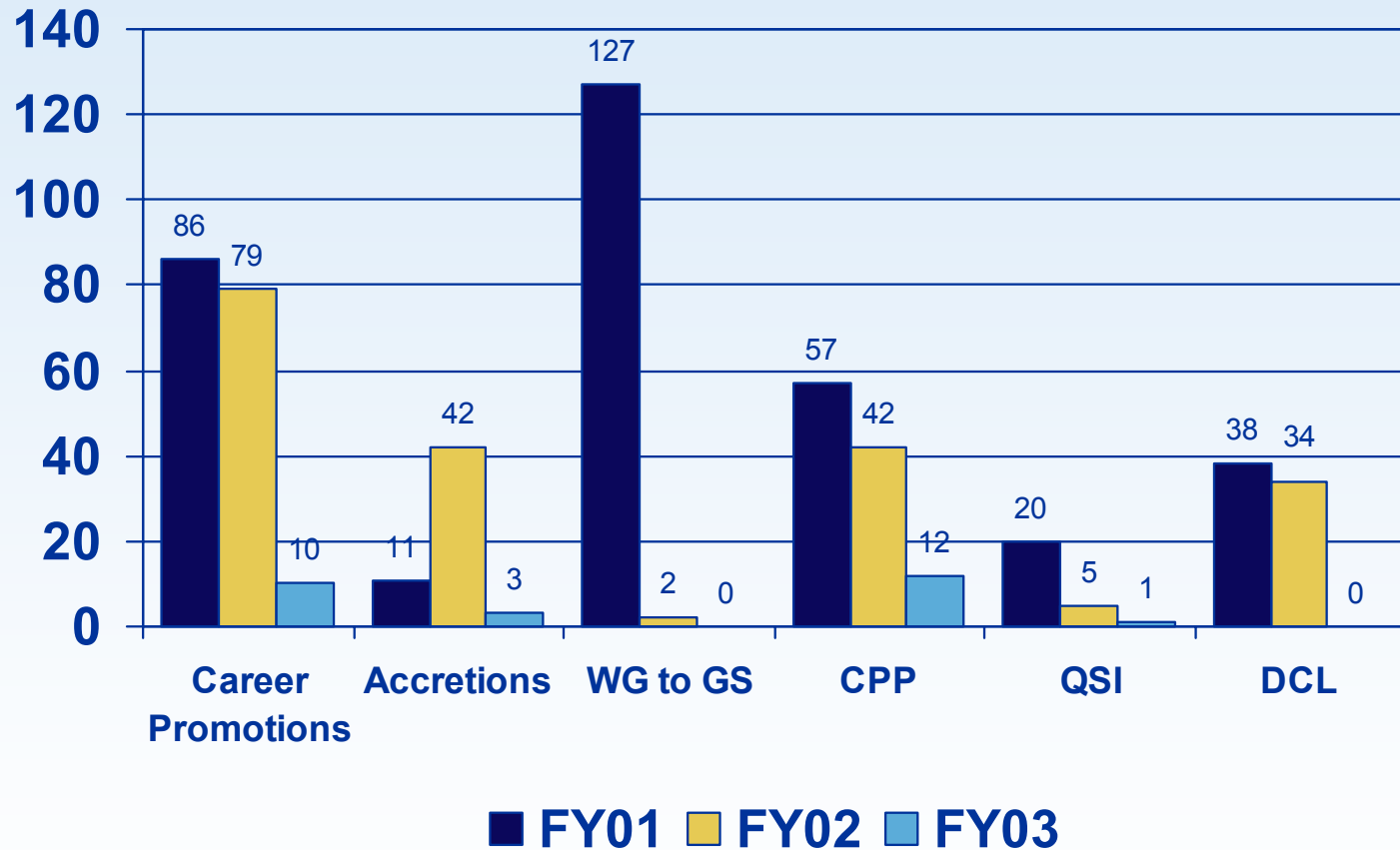
# Supplemental Information

**Glenn Research Center**

**Office of Human Resources and Workforce Planning at Lewis Field**



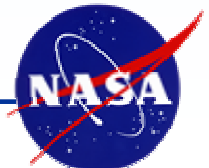
## FY01-FY03\* Promotions By Fiscal Year



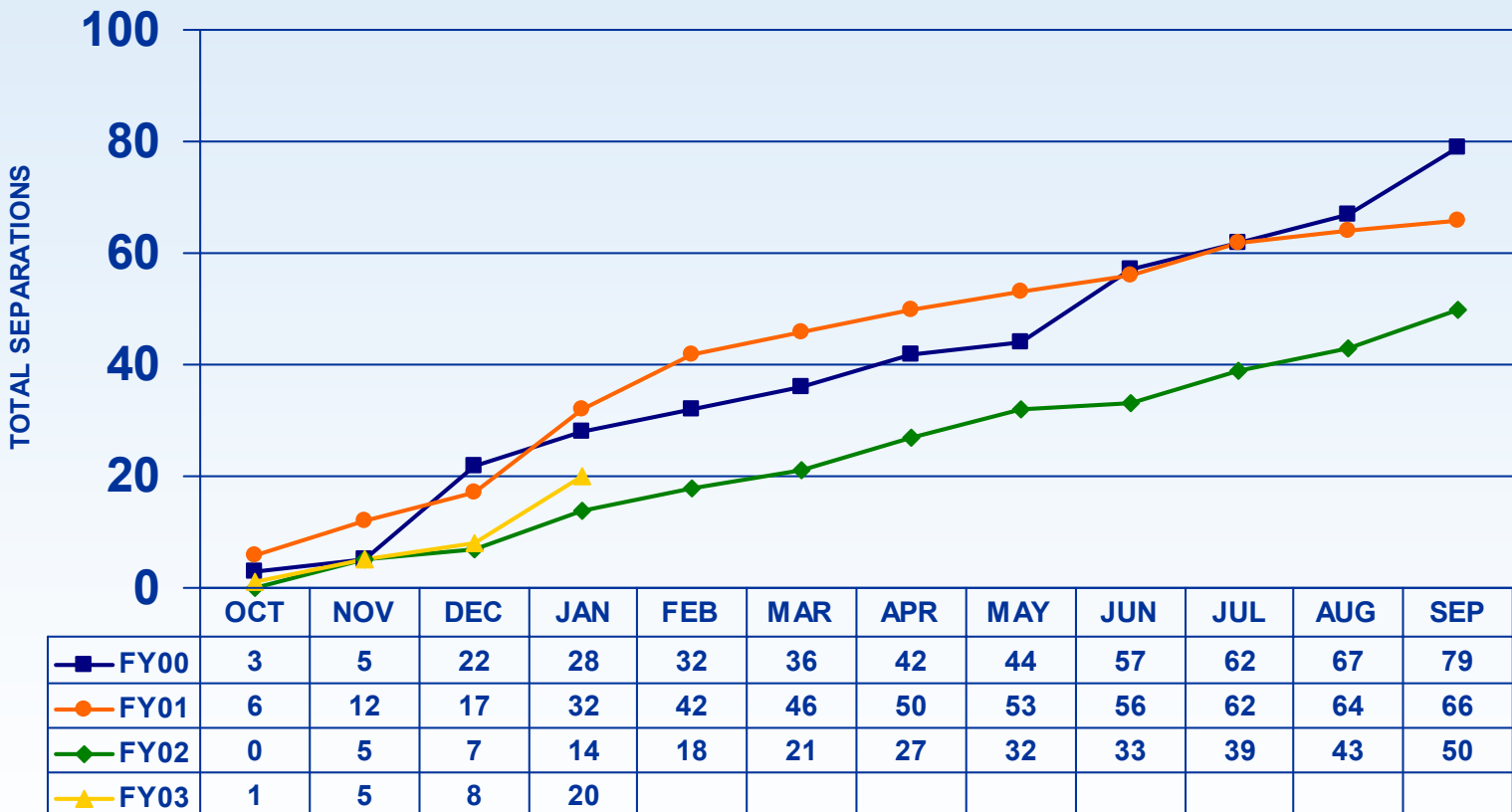
\*As of 12/31/02

Glenn Research Center

Office of Human Resources and Workforce Planning at Lewis Field



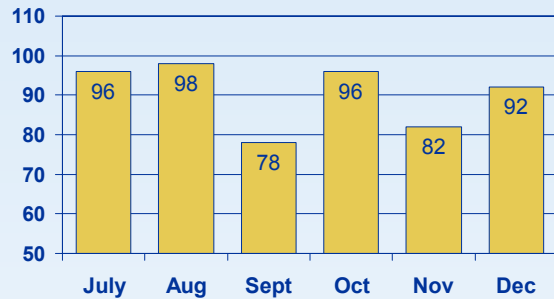
## CUMULATIVE SEPARATIONS FY00-03



FY03 Projected Separations – 47

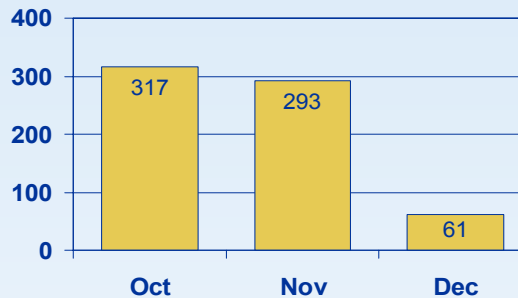
# Medical Services

## Health Screening Exams

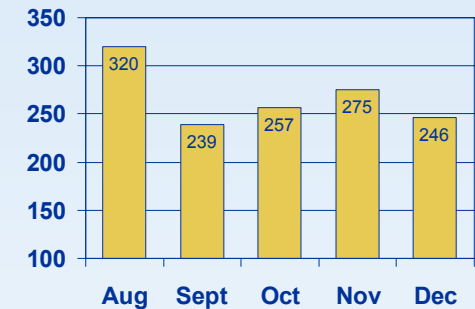


Percentage of Utilization last 12 months 59.7%

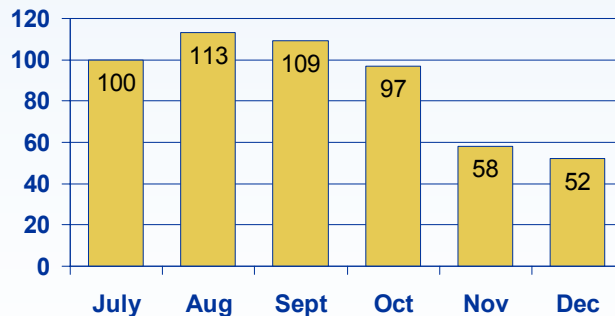
## Flu Shots



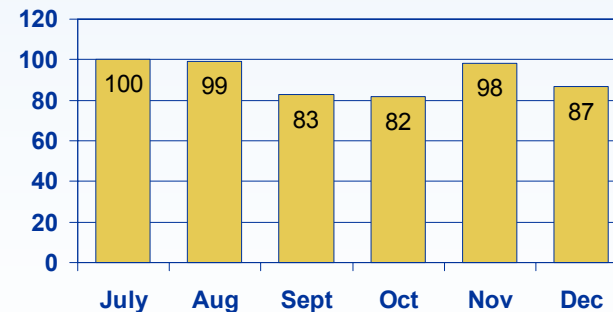
## Blood Pressure Tests



## Medical Surveillance Testing (FAA Flight Physicals, Surveillance Programs)



## Abnormal Labs/Early Detection

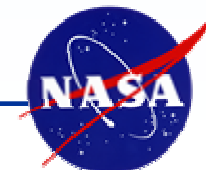


Includes Testing for:  
 High Cholesterol -  
 PAP Tests  
 Sigmoidoscopy  
 PSA  
 Glucose  
 Liver Function  
 Stress

# Leave and Telecommuting Programs

Leave Requests Processed (FY03 1st Quarter)	
Advanced Sick Leave	8
(Same Period Last Year)	13
Leave Transfer Requests	5
(Same Period Last Year)	9

Telecommuting Requests (FY03 1st Quarter)	
Ongoing	4
(Same Period Last Year)	1
Temporary	4
(Same Period Last Year)	4
As Needed	6
(Same Period Last Year)	9



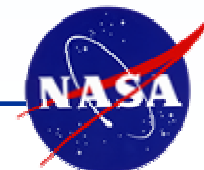
# Employee Suggestion Program

## Directorate/Staff Office Suggestions FY03 (As of 12/31/02)

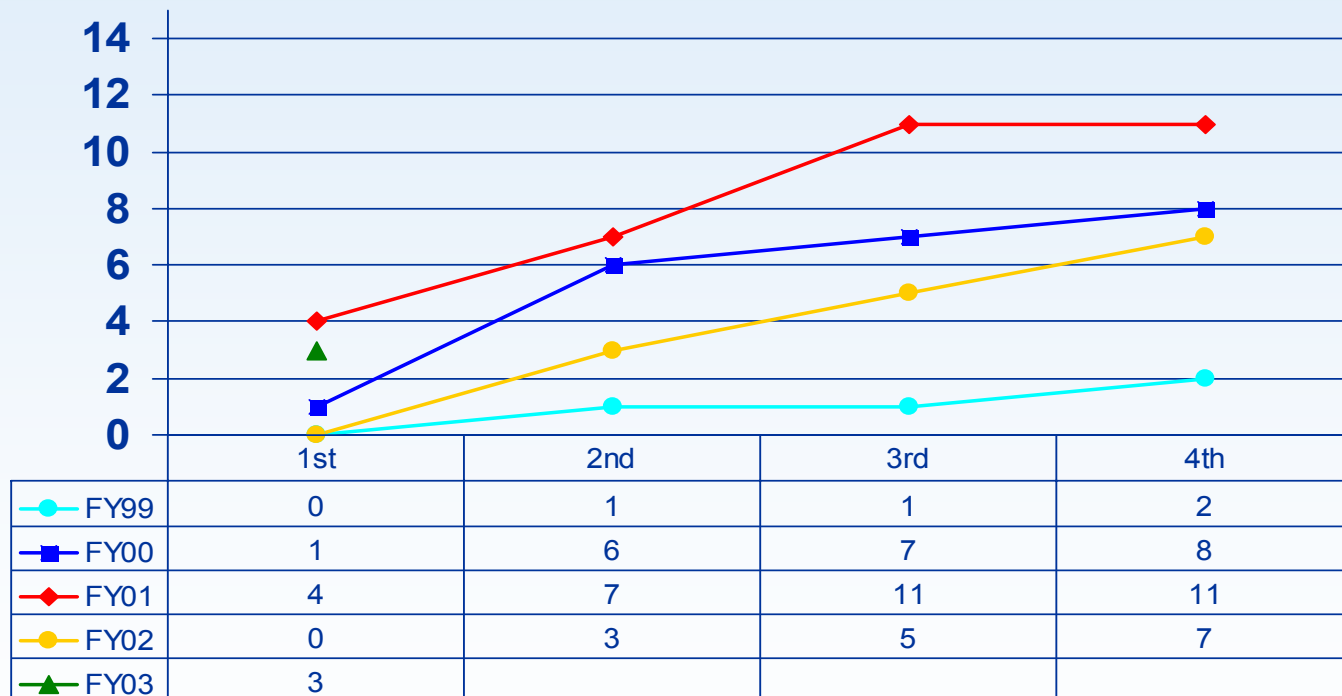
Org.	Individual Submission	Accepted	Rejected	Supervisor Submission	Accepted	Rejected
0100						
0200						
0400						
0500						
0600	1					
2000						
5000	2			3		
6000						
7000	1					
9000						
<b>Total</b>	4			3	Grand Total = 7	

Glenn Research Center

Office of Human Resources and Workforce Planning at Lewis Field



## DISCIPLINARY/ADVERSE ACTIONS FY99-03 (as of 12/31/02)



## EMPLOYEE RELATIONS ACTIVITY BY ORGANIZATION FY03 (as of 12/31/02)

ORG.	TOTAL	WHITE		AFRICAN-AMERICAN		ASIAN		HISPANIC		AMERICAN INDIAN	
		Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
0100											
0200											
0400	1 (1)	1									
0500											
0600											
2000											
5000											
6000											
7000	2 (2)		1		1						
9000											
Total	3 (3)	1 (1)	1 (1)		1 (1)						
%		33.3%	33.3%		33.3%						

( ) # Individuals Involved

# Development Program Opportunities

## NASA Administrators Fellowship Program (NAFP)

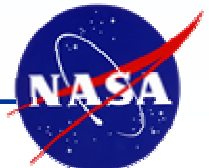
- Call released – Jan 3, 2003; Briefing – Jan 17, 2003
- Application packets due to OD&TO – Feb 7, 2003
- HRP recommends candidate(s) to HQ – Week of Feb 14th

## Full-time Graduate Studies Program & Certificate in Software Engineering Program

- Calls to be released Feb 2003
- Application packets due to OD&TO – Mar 2003
- HRP selects candidates – Apr 2003

## NASA PDP: Revised & renamed “Executive Potential Program”

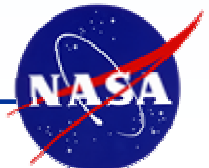
- Refocused specifically for succession planning
- Competitive selection Agencywide: no more slots/Center
- January call with applications due early April
- Executive briefings to Centers by HQs-FT planned for January



# Development Program Opportunities

## New NASA SES Leadership Program under development

- Forum for leadership to understand, debate, discuss, and internalize NASA's strategic direction and initiatives
- Late winter, early spring 2003 timeframe to begin; one per month
- Significant senior leadership involvement
- Full participation by Agencywide SES members, with participation of ST, SL, SESCDPs and JPL equivalents
- Session length: One evening followed by 2 full days
- Final program design ideas to be coordinated with senior leadership



## Training Program Course Offerings & Evaluation Metrics as of December 31, 2002

	OCT	NOV	DEC	YTD
Number of On-site Course Offerings	12	12	5	29
* Overall Rating of Courses	4.40	4.66	4.63	4.55
* Services of the Training Office	4.31	4.61	4.63	4.49
** Value of training in supporting your ability to achieve NASA's strategic goals	7.51	7.76	7.57	7.62

\* Scale 1- 5 (1=Poor, 5=Excellent)

\*\* Scale 1- 9 (1=Lowest, 9=Highest) is HQ Code FT Metric

